

# Workplace Alaska

## Class Specification Family Law Staff Attorney, ACS

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<b>Category:</b> <b>Original Date:</b> 11/19/2008	<b>Class Title:</b> Family Law Staff Attorney, ACS <b>Use MJR Form:</b> Standard
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**Last Update Comments:**  
11/08 - WPA

### Definition:

Under general supervision of the Family Law Self-Help Center Director, the Family Law Staff Attorney develops and coordinates the statewide volunteer attorney program for the FLSHC. Volunteer attorneys teach classes to self-represented litigants in Superior Court locations statewide. The incumbent is responsible for conducting legal research and developing content for new and existing forms and website information as requested by the Director. The incumbent also conducts ongoing outreach and presentations about the FLSHC to government agencies, social services agencies, legal providers, and other organizations.

### Distinguishing Characteristics:

The Family Law Staff Attorney is responsible for developing and coordinating the statewide volunteer attorney program. The incumbent is responsible for recruiting and training volunteer attorneys who will teach classes in the various Superior Courts about court procedure to self-represented litigants in divorce, custody, child support and paternity cases, and post-judgment modification matters. This also involves working with the Superior Courts to schedule classes and advertise them as appropriate. In addition, the incumbent will coordinate with the pro bono program. Finally, the incumbent will develop tools to collect data to evaluate the volunteer attorney program, including surveys and spreadsheets. Some travel around Alaska may be required.

The incumbent is responsible for professional legal work requiring research and development of FLSHC content and information. This includes maintaining, updating and adding new website content and forms.

The incumbent will conduct outreach and give presentations as requested by the Director. Some travel around Alaska may be required.

The Family Law Staff Attorney is in the court's partially exempt service. The incumbent serves "at-will" to the appointing authority.

The Family Law Staff Attorney cannot be also employed outside the Alaska Court System practicing law.

### Examples of Duties:

Develop and coordinate a statewide program of volunteer attorneys who will teach classes to self-represented litigants in the superior courts.

Develop a volunteer attorney program to teach the Family Law Education Class (FLEC) and Hearing and Trial Preparation Class.

Develop new classes for self-represented litigants.

Recruit, train, coordinate and schedule volunteer attorneys.

Coordinate with local courts and other providers to provide space for classes.

Coordinate with the pro bono program to increase attorney participation and document FLSHC pro bono service.

Publicize classes in appropriate media and locations.

Teach classes as needed.

Develop tools to collect data about the volunteer attorney program, including surveys and spreadsheets.

Perform legal research, form development and website maintenance. Assist the Director in maintaining FLSHC and self-help appeals website and forms.

Conduct research using court rules, statutes and case law, and relevant information from other states to draft suggested changes for

review and approval by the Director.

Conduct ongoing outreach to social service organizations, legal providers, government agencies, tribal entities, and others who comes into contact with self-represented litigants to educate them about FLSHC services and to understand their programs as referral sources.

Give presentations to various service providers and in trainings and conferences as appropriate.

**Knowledge, Skills and Abilities:**

The Family Law Staff Attorney requires knowledge of:

- Family law.
- Administrative, statutory, and constitutional law.
- Civil court procedures.
- Methods of legal research.
- The practice of family law and practice with low-income populations.

The Family Law Staff Attorney requires skill in:

- Conducting legal research and analysis on assigned tasks.
- Communicating effectively both orally and in writing.
- Applying the law to the facts.

The Family Law Staff Attorney requires the ability to:

- Solicit volunteer attorneys, schedule attorneys to teach classes, contact the courts to schedule space and time.
- Organize training for volunteers.
- Create tools, including database to keep statistics, to evaluate the volunteer attorney program.
- Prepare clear and concise written product and oral discussion.
- Establish and maintain cooperative working relationships.

**Minimum Qualifications:**

Graduation from an accredited law school AND admission to the Alaska State Bar.

**Required Job Qualifications:**

**(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)**

**Special Note:**

Preferred qualifications include strong research and writing skills, practice in family law, experience working with low income populations, experience teaching and/or public speaking, project management experience, and experience writing for low literacy populations.

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**Minimum Qualification Questions:**

Are you a graduate of an accredited law school?

AND

Are you currently admitted to the Alaska State Bar?